

DRC PROGRAM ANNUAL GOALS

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Limit the amount of radiation exposure to the public to those levels which are the lowest-level, reasonably achievable (ALARA) from uses of radiation and protect radiation workers. Minimize environmental radiation exposure to the citizens of Utah from generation, movement, remediation, and disposal of radioactive materials.

Measures:

- Radiation exposure to the general public from medical procedures will be evaluated.
- Entrance skin exposure information for the most common x-ray procedures will be collected by staff and reported to the health provider comparing their results to national and Utah trends. The exposure information will be entered into the Division database to enable tracking of exposure trends for the common x-ray procedures in Utah.
- Dose to radiation workers remains within regulatory dose limits and is ALARA.
- Provide satisfactory regulatory oversight programs to safeguard the public from ionizing radiation: The radioactive materials and low-level radioactive waste programs are evaluated and judged adequate and compatible through the Nuclear Regulatory Commission Integrated Materials Performance Evaluation Program (IMPEP) during routine program reviews.
- Continuation of program to identify radon exposure to citizens. Problem radon areas are identified.

DRC PROGRAMATIC GOALS:

- A. Inform, educate, and facilitate the Radiation Control Board as proactive participants in shaping radiation control policy in the State of Utah.**

Measures:

- Board member, legislative, and elected officials feedback.
- Policy issues are resolved: policy issues are resolved and the record of the meeting reflects decisions and information considered in reaching the decision.

- B. Enhance Policy-Makers' (Legislature, Other Elected-Officials, and Boards) Understanding of Environmental Issues, and facilitate Policy-Makers as Proactive Participants in Shaping Environmental Policy.**

Measures:

- Legislators, other elected-officials, and Board Members are appraised of important environmental policy issues.
- Relationships with policy makers are developed and understanding of environmental issues enhanced.
- Policy makers work with DEQ in development and implementation of environmental policy issues.
- Policy Maker's trust is developed and enhanced with DEQ.

C. Provide Management of Division Performance Partnership Grant, Cooperative Agreements, and contracts.

Measures:

- Renew existing Division contracts to maintain continuity of services.
- Monitor financial payments on contracts.
- Initiate new contracts.
- Monitor the EPA performance partnership and other grants.

D. Maintain Customer-Oriented, Professional Working Relationships with Both Internal and External Customers through Focusing on Their Needs and Providing Opportunities for Input into Division Processes and by Working with Customers to Solve Problems. Both Internally and Externally Operate as a Customer-Oriented Agency by Focusing on Customer Service, Building Trust and Problem-Solving Through Cooperative Efforts.

Measures:

- Recognize that customers include the regulated community, stakeholders, co-workers and all interested parties.
- Make timely decisions.
- Improve coordination with internal and external customers.
- Provide effective communication, timely and accurate information, and clear direction to customers.
- Encourage public involvement and informed decision-making
- Involve customers in the rulemaking process.
- Work with customers to solve problems.
- Decisions and services provided within mutually agreed-upon time frames which best meet customers' needs and provide appropriate environmental protection.
- Customer service feedback.
- Customer input and feedback during informal and formal stages of rulemaking.

E. Improve the effectiveness and efficiency of statewide delivery of environmental services by strengthening relationships with all levels of government.

Measures:

- Work with federal, state, local (including local health departments), and tribal governments and provide information to plan for and manage the impacts of uses of radiation and radioactivity.
- Focus on teamwork and partnership in identifying and resolving problems.
- Key problems identified by government partners are addressed and solutions developed and implemented.

F. The Success of the Employees Determines the Success of DEQ. DRC Will Maintain a Climate and Structure in Which Employees can Function to Their Fullest Potential and Accomplish Division Goals.

Measures:

- Employees are committed to the success of DEQ and DRC and recognize their professional responsibility and accountability in meeting the needs of the organization.
- Employee participation in achieving annual goals is essential.
- Teamwork and problem solving are essential.
- Employees are recognized for their quality work.
- Provide opportunities for training and professional development.
- Employees will perceive the DRC as a desirable place to work.
- The DRC is effective in recruiting and retaining quality employees.
- Individual performance standards reflect annual goals, and performance reviews are based on those performance standards.
- Employees' statements and actions reflect strategic and annual goals and DEQ policies and procedures.
- Employee recognition programs are in place, utilized, and meet employee and management needs.
- DRC has a low turnover rate and is effective in the recruitment of quality new employees.

G. Establish Effective Lines of Communication within the Division of Radiation Control.

Measures:

- Hold DRC staff meetings as needed.
- Send E-mails on important issues to staff to help keep them informed.

- Continue to promote the "open-door policy" at all manager levels.

H. The DRC will Compliment DEQ's "EIMI" Philosophy.

Measures:

- DRC will participate on the Department's EIMI management teams that will set standards.
- The Division will continue development of the Utah Generator Site Access Permit Program.
- The DRC will participate in the "Electronic, Data-Management-System Initiative."

I. The Division will Provide Necessary Training to DRC Staff to Facilitate and Enhance their Capability to Perform their Job Assignments.

Measures:

- Provide training to staff as requested in accordance with available DRC budget.

ADMINISTRATION SECTION GOALS

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A. Financial Management for Division Programs will be Provided.

Measures:

- Identify revenue sources utilizing existing information and projections.
- Determine Division staffing needs within funding capability and update budget requirements to include promotions and increases.
- Prepare schedule for Capital Equipment, contracts, Professional/Technical Services, Travel (In/Out), Current Expenses, DP Current Expenses.
- Update Fee Schedule prior to public comment in September/October 2006.
- Prepare "building blocks" and supplemental requests as necessary.
- Finalize budget per Department schedule.
- Prepare and invoice facilities for licensing/registration fees. Track applicable receivables in Finet Advanced Receivables System.
- Track Division expenditures against annual work program including work program adjustments as needed. Reconcile Budget Op Reports.
- Provide budget recommendations and forecast as necessary.
- Prepare fiscal notes for the Legislative Fiscal Analyst as necessary.
- Identify revenue sources utilizing existing information and projections.

B. Manage Travel Budget for Division.

Measures:

- Determine travel needs from division Director and Section Managers.
- Coordinate "travel ceiling" with Department Budget Officer.
- Monitor "travel utilization" and update budget as needed.
- Prepare travel requests and reimbursements for in-state and out-of-state travels.
- Update staff on travel procedures.

C. Evaluate and Determine Appropriate Training for Administrative Staff.

Measures:

- Determine training needs for administrative staff.
- Submit training needs to the Division director.
- Participate in "in-house" training opportunities.

D. Maintain a Successful Records Management Program for the Division.

Measures:

- Maintain current Files-Index and distribute to Division Staff
- Update Administrative-Files
- Identify documents which may be archived
- Complete archive forms
- Submit appropriate documents and forms to State Archives
- Make appointments for records access
- Maintain the library in an organized manner, removing reference material no longer needed by the Division

E. Prepare Documents for the Utah Radiation Rules.

Measures:

- Prepare proposed new rule or proposed changes to rule in Board format for approval of the Radiation Control Board.
- If approved, prepare filing form for DAS/Rules and file with that office, in accordance with rulemaking time frames. Send legal notice to newspaper for publication.
- Following the 30-day comment period, and upon the Board's approval, file Notice of Effective Date with DAS/Rules.
- Print rule in DAS format to reflect effective changes.
- Provide paper or disk copies to licensees/registrants and public as required.

F. Provide Data Processing/Communications Tools to Facilitate Program Goals.

Measures:

- Provide quality assurance for database systems.
- Prepare FY2003 Information Technology Plan for the Division.
- Determine and provide for all data processing and communication changes.

G. Provide Administrative Secretarial Support to Radiation Control Board.

Measures:

- Prepare packets for mail-out to Board Members, coordinate with Division Director.
- Post agendas 24 hours prior to meeting.
- Contact Board Members regarding attendance.
- Prepare additional handouts

- Set-up room and record Board Meeting proceedings.
- Prepare time-sheets and travel reimbursement requests for Board Members.
- Other arrangements, as needed
- Transcribe and type minutes from Board Meetings
- Provide administrative-support to all Division Staff

**X-RAY REGISTRATION, INSPECTION
AND RADIOACTIVITY SECTION
AND
THE MATERIALS LICENSING AND
INSPECTION SECTION**

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AND THE MATERIALS LICENSING AND INSPECTION SECTION**

A. Perform All Inspections of Registrants in an Effective and Efficient Manner as well as In Accordance with Division Policies and Procedures.

Measures:

- Inspections for new x-ray registrants are automatically assigned to staff for completion within 120 days post-registration.
- Registrants who are past due for a safety-inspection by 120 days or more are completed as the "highest, priority inspections" by the end of the fiscal year.

B. Complete the Registration Process for FY 2005 and Prepare and Send the Registration Materials for FY 2006.

Measures:

- Bulk mailings for the FY 2006 registration applications are completed during the last week of June 2005.
- Registration application forms and payments are processed so the majority of the work is completed by August 31, 2005.
- Individuals or persons who do not register their x-ray units are issued a payment reminder and referred to the Office of State Debt Collection, if necessary by October 31, 2005.
- Preparation for the mailing of FY 2007 registration packets is completed by June 15, 2006.

C. Establish Conditions and Circumstances so that the Section is Open for 24 Hour Access.

Measures:

- Updates to the DRC website for the X-ray Section are made, as needed.
- Information about the registration process is made available to the public through the DEQ website.

D. Provide Assistance to Others by way of a Partnership Agreement with the FDA, a Mammography Facility Inspection Contract with the FDA, and an Inspection Contract with the Department of Health.

Measures:

- Perform the Required Number of Inspections of New X-ray Unit Installations, in Accordance with the FDA's Protocol.

- Perform the contacted number of mammography facility inspections for the FDA, before June 30, 2006. Inspections are to meet standards prescribed by the FDA.
- As part of an FDA audit, "mammography, facility inspectors" receive a satisfactory rating from the FDA. Each inspector must demonstrate proficiency in applicable aspects of the MQSA inspection process.
- Develop and submit a performance contract, by August 31, 2005, for the inspection of specific, health-care agencies, in accordance with protocols developed by the Department of Health, Bureau of Facility Review.
- Perform the facility-inspections, as requested by personnel from the Bureau of Facility Review within a mutually, agreeable schedule.

E. Respond to Complaints or Allegations Concerning Improper Use or Improper control of Licensed Material and Investigate Incidents Involving Radioactive Materials.

Measures:

- Where an on-site visit is needed to evaluate the conditions, the on-site visit is made within five days of the Division's notification of the problem.
- Submit an "Abnormal-Occurrence Report" to the NRC as soon as practicable, after confirming the problem meets the NRC's reporting criteria.
- Prepare investigation reports and/or enforcement documents in a timely manner.

F. Reciprocal Recognition Notices are Issued to Licensees Sited in Other Jurisdictions

Measures:

- Reminder notices are mailed to current reciprocity licensees, before mid-December.
- Responses to applications are processed within five days of receipt of the application.
- A tracking system is maintained for the calendar year. This will be used to determine those licensees eligible for a radiation, safety inspection.

G. Control the Receipt, Possession, Use and Transfer of Radioactive Material to Protect Public-Health and the Environment Through a Comprehensive, Licensing Program. Action Will Involve the Processing of Applications for Use of Radioactive Material, Under the Terms and Conditions of a Specific License in Accordance with Division Policies and Procedures.

The Purpose will be to Ensure that an Applicant's Commitments are Sufficient to Provide for the Safe Use and Control of Radioactive Material.

Measures:

- Applications receive a timely primary and secondary review, before being approved.
- Applicants make necessary commitments to ensure safe use/control of radioactive material.
- Applicants make use of applicable, health-physics procedures.

H. Perform All-Inspections of Specific Licensees in Accordance with the Inspection, Program Policies and Procedures Manual to Assure that Licensees are Abiding by the Rules and Commitments Necessary to Assure Control of Sources of Radiation.

Measures:

- A Schedule of inspections by priority, geographic location and the previous-inspector will be prepared, near-the-end of the calendar year and after applicable data-entry is finished.
- The time-interval, established by the NRC for completion of inspections, is not exceeded.
- A tracking-system, per-fiscal-year is maintained and monitored for reciprocity work notices.
- Licensees working under reciprocity are inspected in accordance with NRC IMPEP Procedure SA-101.
- Inspections are performed in accordance with DRC policies and procedures.

I. General Licensees are Registered and Inspected in Accordance with Division Policies and Procedures.

Measures:

- New and changed, registration-materials are sent to a licensee, within 30-days after receipt of a manufacturer's, quarterly, distribution-report or notice of change from a licensee.
- Inspections of general-licensees who have received a new Certificate of Registration are performed within six-months, after issuance of the certificate.
- A report is prepared by December 31st of each year which lists the existing, general-licensees, who hold a Certificate of Registration due for inspection during the fiscal year.

LLRW AND URANIUM MILL TAILINGS HEALTH PHYSICISTS SECTION

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A. Evaluate and Make Necessary Changes to the "Generator Site Access" (GSA) Program for Envirocare.

Measures:

- Host "Permitees-Workshop" to discuss joint, regulatory issues.
- Continue with issuance of GSA permits.
- Continue on-site, transportation inspections with "more focus" on generators.

B. Continue to Participate with the WGA in the Cooperative Agreement to Provide Funding for the Emergency-Response Training of Responders.

Measures:

- Prepare work-plans for approval by the DOE.
- Participate in WGA sponsored activities, as required by the Cooperative Agreement.
- Train responders throughout the shipping-corridor.
- Respond to requests for information and/or training from LEPCs and county governments.

C. Perform All Inspections of Specific Licensees in Accordance with the Inspection-Program, Policies and Procedures Manual to Assure that Licensees are Abiding by the Rules and Commitments Necessary to Assure Control of Sources of Radiation.

Measures:

- A schedule of inspections by priority, geographic location is prepared near-the-end of the calendar-year and after applicable data-entry is finished.
- The time interval for completion of inspections is not exceeded
- A tracking system is maintained and monitored
- Inspections are performed in accordance with DRC policies and procedures.

D. Evaluate and Continue to Provide an Effective, Low-Level, Radioactive-Waste Regulatory-Program, Including Project-Based Environmental Monitoring.

Measures:

- Continue routine oversight at Envirocare through modular inspection program, including, at least, annual inspections of the following module categories: engineering (14 modules), and radiation safety (16 modules).
- Oversight of Envirocare's Environmental, Monitoring Program (sampling and analysis of environmental data) through review of quarterly, environmental-monitoring reports.
- Sample air, soil, vegetation, groundwater or surface water at Envirocare, as determined necessary.

E. Control the Receipt, Possession, Use and Transfer of Source Material in Milling Operations, Byproduct Material, and Byproduct-Material, Disposal Facilities to Protect Public Health and the Environment Through a Comprehensive Licensing Program.

Measures:

- Applications and License Amendments receive a timely review, prior to approval.
- Licensee makes necessary commitments to ensure safe use/control of radioactive materials.
- Status of information, regarding U mills is available to the Public through the DEQ website.
- Develop inspection module for U mills and disposal facility in accordance with the final application for the Uranium Mills and Tailings Inspection Program Policies and Procedures Manual.
- Quarterly or (as needed) perform U mill and disposal facility inspections, in accordance with DRC inspection policies and procedures.
- Prepare inspection reports and/or enforcement documents in a timely manner.

F. Continue the Environmental Protection Agency sponsored State Indoor Radon Grant (SIRG).

Measures:

- Develop and submit materials and budget for the partnership grant application by the Department's schedule.
- Distribute radon detectors, as necessary, to perform radon-studies.
- Continue outreach efforts to educate the Public regarding radon risks through local health-departments and outreach activities. Allocate funds to the local health districts.
- Annually attend the National Radon Meeting.

- Radon test results from Division, local health departments, and vendor data are tracked in the DRC database by geographic location to enhance identification of problem radon areas.
- Continue radon-awareness and testing through the Newborn Awareness and Testing Program. The DRC will perform annual update. Results will be made available on the DRC webpage.

G. Conduct an Emergency Response Program

Measures:

- Yearly, review and update the Division's Emergency Response Plan and call list.
- Respond to radiation incidents.
- Participate in emergency exercises, as available.
- Participate in DEQ Emergency Response Planning, as requested.

H. Provide Necessary Instrumentation and Equipment to Division Staff to Utilize Appropriately.

Measures:

- Maintain, calibrate and inventory all radiation, detection instrumentation.
- Surplus excess instruments, as appropriate
- Provide emergency response equipment to staff.

GEOTECHNICAL SERVICES SECTION

GEOTECHNICAL SERVICES SECTION:

A. Provide Technical and Administrative Support to the Division's Radioactive Materials Licensing Program.

Measures:

- Provide hydrogeologic and engineering staff "technical support" to the DRC Staff.

B. Participate in the Federal Government Surface and/or Groundwater Remedial Actions at SLC and Green River Title I UMTRCA Sites.

Measures:

- Provide hydrogeologic expertise for review and comment for any proposed remedial actions
- Ensure the interests of the State of Utah are represented in the Title I uranium mill regulatory area.

C. Perform All Inspections of GW Permittees in Accordance with the Inspection Program Policies and Procedures Manual to Assure that Licensees are Abiding by the Rules and Commitments Necessary to Assure Compliance with GW Values.

Measures:

- A schedule of inspections by priority and geographic location
- The "time interval" for completion of inspections is not exceeded
- A tracking system per fiscal year is maintained and monitored.
- Inspections are performed in accordance with DRC policies and procedures.

D. Continue Participation in the Moab Tailings Stakeholders Group Partnership to Determine Future Actions Regarding the Moab Tailings Pile Cleanup.

Measures:

- Organize, co-sponsor and facilitate periodic meetings of the Moab Tailings Stakeholders to address the myriad of issues that must be addressed by the Department of Energy (DOE).
- Determine DEQ's role and future activities for the Moab Tailings Groundwater Subcommittee to address the groundwater cleanup issues at the Moab Tailings Site.

- Determine DEQ's role and the future activities for the Moab Tailings Relocation Subcommittee to address the off-site removal issues at the Moab Tailings Site.
- Continue to facilitate the "Stakeholder-process" by providing information on the Division website under the Moab Tailings Stakeholder Group.
- Participate in the Final Environmental Impact Study (FEIS) for the Moab Tailings as a Cooperating Agency.
- Review Final EIS for the Moab Tailings project, and prepare State comments, as appropriate.

E. Issue Groundwater Discharge Permits and Corrective Action Orders to uranium Mill Facilities in Response to Agreement State Implementation.

Measures:

- Issue groundwater corrective action order to Rio Algom.
- Continue enforcement activities at International Uranium Corporation for the chloroform plume, including project-oversight, completion of the groundwater-contaminant investigation (GCI) report, and require submittal of a groundwater corrective action (GCA) plan.
- Develop a groundwater inspection program for 11e.(2) facilities—including modules and inspection frequency (Envirocare, IUC, Plateau Resources and Rio Algom).
- Process major, permit modifications for Plateau Resources (and return to "operations status"), upon submittal.
- Process the permit renewal for Envirocare's 11e(2) Cell.